



APPROVED

COUNCIL MEETING
Thursday, June 14, 2012
Windsor Conference Centre
Calgary, Alberta

MINUTES

PRESENT

President Leah Lawrence, P.Eng.
Past President Jim Smith, P.Eng., FEC
President-Elect Colin Yeo, P.Geo.
Vice-President Chan Wirasinghe, P.Eng., PhD, FEC, FCAE

Councillors George Eynon, P.Geo.
Allin Folinsbee, P.Geoph., PhD, FEC (Hon.)
Steve Hrudey, P.Eng., PhD
George Jergeas, P.Eng., PhD
Chris Ketchum, P.Eng.
Craig McFarland, P.Eng.
Ginger Rogers, P.Geo.
Terri Steeves, P.Eng.
John Van der Put, P.Eng., FEC
Heidi Yang, P.Eng., FEC

Public Members Gary Campbell, QC
Mary Phillips-Rickey, CA
Fred Stewart, QC

Engineers Canada
Director Jim Beckett, P.Eng., FEC
Mike Smyth, P.Eng., FEC
Larry Staples, P.Eng., FEC

Geoscientists
Canada Director John Hogg, P.Geo.

Branch Observers Sean Lockhart, P.Eng., Central Alberta
Michael Oli, P.Eng., Edmonton
Aditya Nookala, P.Eng., Fort McMurray
Mason Crandall, P.Eng., Lakeland
Ahmed Ali, P.Eng., Lethbridge
Tanis Searle, P.Eng., Peace Region
Justin McCrea, E.I.T., Vermillion River

Staff

Mark Flint, P.Eng., Chief Executive Officer
Sharon Graham, Executive Assistant
Kate Handford, Calgary Office Supervisor
George Lee, FEC (Hon.), Manager Editorial Services
Pat Lobregt, FEC (Hon.), Manager Executive & External Liaison
Philip Mulder, APR, FEC (Hon.), Director Communications
Gerry O'Donnell, CGA, Director Finance & Administration
Ross Plecash, P.Eng., FEC, Director Corporate Affairs & Investigations
Al Schuld, P.Eng., FEC, Registrar
Len Shrimpton, P.Eng., FEC, Chief Operating Officer
Tom Sneddon, P.Geo., Manager Geoscience Affairs
Mark Tokarik, P.Eng., LLB, FEC, Director Registration
Jessica Vandenberghe, P.Eng., Director Outreach & Member Affairs

REGRETS

Councillors

Suzanne Kresta, P.Eng., PhD
Brian Pearse, P.Eng.

Branch Observers

Manfred Czerwinski, P.Eng., Calgary
Craig Maunder, E.I.T., Medicine Hat

1. CALL TO ORDER

2. APPROVAL OF THE MEETING AGENDA

The meeting was called to order at 8:33 a.m. The President chaired the meeting, and the Executive Assistant recorded the minutes.

MOVED BY GARY CAMPBELL AND SECONDED BY CHRIS KETCHUM 12-33
THAT the Meeting Agenda be approved as presented
CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

Attendees were directed to the Volunteer Code of Conduct, Section C.

4. CONSENT AGENDA

MOVED BY STEVE HRUDEY AND SECONDED BY HEIDI YANG 12-34
THAT the Consent Agenda be accepted as presented
CARRIED

5. BUSINESS LIFTED FROM THE CONSENT AGENDA

There was no business lifted from the Consent Agenda.

6. STRATEGIC PLAN FINALIZATION

Chair of the Strategic Planning Committee, Colin Yeo, reviewed Draft 3 of the Strategic Plan Priorities followed by an outline on staff implementation plans and performance measures by Chief Executive Officer, Mark Flint.

MOVED BY COLIN YEO AND SECONDED BY GINGER ROGERS 12-35
THAT Council approve the Strategic Plan 2013-2016 in spirit, allowing for additional changes over time.
CARRIED

7. COUNCIL COMMITTEE REPORTS

7.1 Council Committee Assignments

President, Leah Lawrence, outlined the Council Committee assignments. The name of Maria David-Evans was removed from the listing, and Gary Campbell's term as a Public Member was extended until the request before Cabinet receives approval. The name of Public Member, Elan Macdonald, was added to the Public Issues Committee, and Council was advised that a further name would be announced in the future. It was also

noted that term dates needed to be updated for the Engineers Canada and Geoscientists Canada directors.

MOVED BY JOHN VAN DER PUT AND SECONDED BY ALLIN FOLINSBEE 12-36

THAT Council approve the appointment, for a one-year term of the Chair and Members of:

- ***The Audit Committee***
- ***The Compensation Committee***
- ***The Finance Committee***
- ***The Geoscience Committee***
- ***The Governance Committee***
- ***The Pension Committee***
- ***The Public Issues Committee, and***
- ***The Strategic Planning Committee***

***As listed in the attached roster (7.1.1) and amended
CARRIED***

7.2 Audit Committee

Craig McFarland, Chair of the Audit Committee, summarized the report.

In answer to the question of the nature of the risk assessment mentioned in the report, McFarland replied that the Director Finance and Administration interviewed key managers and staff to ask what they saw in their department as key processes or functions that are at risk, and that process helped to identify the processes and projects that are critical to the function of APEGA.

In answer to the question of whether any consideration was given to including an audit of the capacity of the system for future needs and also the potential for having it utilized in other jurisdictions other than constituent associations, McFarland answered that it had not been discussed.

The comment was made that enterprise risk management is now considered part of good governance. The audit takes a look at what processes are most at risk throughout the organization, and determines whether or not they can be strengthened.

In answer to the question of whether the audit process would be duplication of effort in regards to problem-solving (particularly in registration), Phillips-Rickey replied that the CEO and Director Finance and Administration need to work together to ensure that processes are complimentary to one another and not at cross purposes.

7.3 Enforcement Review Committee

Al Schuld, Registrar, presented the report.

MOVED BY COLIN YEO AND SECONDED BY CHRIS KETCHUM 12-37

THAT Council make the appointments to the ERC recommended on June 14, 2012, and that Council designate Ms. Karen Henry, P. Eng., as Chair of the ERC for the duration of her term on the committee.

CARRIED

7.4 Governance Committee

The Chair of the Governance Committee, Jim Smith, outlined the report. All members of Council were asked to sign the declaration of support for the Governance Manual.

It was pointed out that a few updates were required in the Governance Manual, and Len Shrimpton advised that the Governance Committee was aware of these.

8. REPORT FROM ENGINEERS CANADA

Larry Staples, Director Engineers Canada, gave an overview of the report.

In answer to a question in regards to the timeframe in which the World Federation of Engineering Organizations may arrive at an international strategy Staples replied that he expected it would be a year or more before some of the big picture ideas started to take hold.

In answer to a question regarding the process used to work through the elements of the Canadian Framework for Licensure, Larry Staples outlined the procedures, and also commented that the spreadsheet is available on the Engineers Canada website.

The comment was made that about a year ago Engineers Canada hosted a Globalization of Engineering Forum which brought together academia, industry, government to discuss barriers to the future – and the question was asked whether or not a similar conference would be held again in the future. Staples advised that he had not heard any discussion regarding a follow-up conference and committed to looking into the action plan that was to have resulted from the forum.

9. REPORT FROM GEOSCIENTISTS CANADA

Geoscientists Canada Director, John Hogg, added to his report with a verbal summation of the Geoscientists Canada Annual General Meeting June 9-10, 2012.

There was work done in respect to Governance, and there is now a Governance Manual. Additional work will be done with the Canada Revenue Agency on boards and not-for-profit corporations to ensure that everything is done according to the new, higher standards.

The report on Incidental Practice was presented. It was the mandate of the committee to examine and make recommendations with respect to incidental practice, and the potential for mobility for geoscientists, document what could be done, and where the issues would be relative to incidental practice, recommend some paths forward, undertake a fair assessment of the issues around all the constituent associations, and propose a path for moving forward as Geoscientists Canada. There was broad representation on the committee and activities included polling and surveying all constituent associations, looking at the legal aspects of mobility, and taking a close look at the model of the law society (lawyers have the ability to practice in all provinces and territories except the Northwest Territories), and that of the existing agreement between

Ontario and Quebec, and draft a methodology that could be considered for incidental practice across the country. In the report the focus was not on making specific recommendations, but rather focussing on ways to move forward and implement changes without needing unanimous support.

One of the major findings was that no matter where a geoscientist practices incidentally (the host), they would always be subject to jurisdiction for discipline by the home association. A geoscientist would only need to hold a certificate of authorization if their home association required them to carry that to practice incidentally. If insurance is required by the host province or territory then the geoscientist would have to make arrangements for the period of time that they are working there. Provisions were suggested to make incidental practice more affordable for the smaller constituent associations.

The Report on Incidental Practice was accepted, and the committee asked to move forward on two items, and on the 13 key findings, and the Board of Directors voted to move forward with that. British Columbia moved that there should be a national framework agreement that Geoscientists Canada puts together, and that motion was passed. At that point the Presidents got together and made a motion that all work on incidental practice should be stopped, which was subsequently modified to stopping work on the draft agreement. This resulted in a tie vote which was broken by Geoscientists Canada President Greg Finn who voted against the motion, thus it was defeated.

Less than a majority of the constituent associations want to see incidental practice move forward, because of various concerns. The way forward may be to move the issue out of Geoscientists Canada and move it as Inter-provincial agreements between Alberta and British Columbia which is where much of the illegal practice goes on today. For BC it would be important to have Ontario in the framework because of the mining side. John Hogg would like to see the Geoscience Committee of APEGA start to have discussions with British Columbia, Ontario, and Quebec on finding a legal framework for incidental practice for the geoscientists. Suggested that it should be built as a National Standard and other constituent associations can sign on in the future if they choose.

Greg Vogelsang, P.Geo., from Saskatchewan, was elected as President-Elect of Geoscientists Canada.

The APEGA Council discussed issues such as geoscientists transferring between provinces, harmonization of standards, and the notion of auditing standards amongst provinces and territories.

APEGBC has recently requested that Geoscientists Canada pay \$60,000 per year in expenses for the use of office facilities. This will show as an increase of approximately \$4 per year per person on geoscientists' statements starting in the next fiscal year.

In answer to the question of whether or not Geoscientists Canada has received any of the monies paid into Affinity payments back from Engineers Canada, Engineers Canada President-Elect, Jim Beckett, commented that the commitment was for Engineers Canada to provide services in kind to Geoscientists Canada (not dollars). If that is not occurring then CEOs or Presidents should bring the topic up for discussion in meetings.

10. BRANCH CHAIRS' REPORT

Tanis Searle, Chair of the Peace Region Branch, provided highlights of the June 13, 2012 Branch Chairs' Meeting that included the following information:

- Continuity is a large issue within the branches because all executive positions last only for one year – APEGA email addresses have been established for executive positions within branches to assist with the flow of information from year to year
- There is interest in having an online depository service set up for document storage and filing to ensure that correct documents are used and that information is passed on from year to year to maintain consistency of messaging
- The branches have shown a commitment or interest in providing professional development opportunities to all members. Rural Branches were successful in holding PD events such as luncheons, lunch & learns, talks, etc., and there is interest in continuing this and introducing more at the rural branches. There was discussion on ways to keep members engaged, and providing interesting topics
- Len Shrimpton, COO, gave a presentation on APEGA strategies for improving the engineering labour market situation (attraction/retention). Branches were in favour of supporting the strategies outlined, especially the K-12 outreach, focussing on outreach to girls and aboriginals and showing that the message given through outreach is focussing on the possibility of careers in engineering and geoscience. Branches will provide ideas to Len regarding these strategies

The Branch Chairs requested copies of Len Shrimpton's presentation so that members of local branches could be made aware of APEGA's strategies and consider ways to contribute.

11. CHIEF EXECUTIVE OFFICER'S REPORTS

11.1* 2012 Business Plan Priorities Update

Chief Executive Officer, Mark Flint presented this report.

11.2 CEO Progress Report

Mark Flint, CEO, gave a verbal report that included the following points:

- Have received positive feedback from staff; support from key senior staff, Executive Committee and CEO network
- Staff has been the principal focus; working through issues in registration
- There have been succession planning discussions resulting in the nucleus of a plan
- Work will be done in the next year to develop better performance reports
- Future planning will take into account the move to the new building
- Looking to provide more detailed feedback to Engineers Canada regarding the Canadian Framework for Licensure
- There was discussion at the CEO Group regarding a National Code of Ethics
- Will be serving on the Engineers Canada Federal Government Committee

- Spoke with Adrian Pritchard, Manager Professions & Occupations with the Alberta Government, and APEGA is to open legislation by 2014.
- Priority of effort over the next few months is a re-aligning of APEGA staff, developing the communications strategy, and interaction with government

In answer to the question of when the new Strategic Plan would begin to be executed (historically the plan is struck in April but does not start being utilized until January 1st of the next year), CEO Mark Flint replied that staff will start moving on those items that can be done in the short term without disrupting other resources and activities. The deliberate planning process that will need to go into place to get some of the bigger initiatives going and allocate resources towards them, will take a bit longer.

In answer to questions regarding the new building, COO, Len Shrimpton, replied that there has been delay in getting the formal lease agreement, but believes that the land owner was waiting for the building to be fully occupied before doing the lease agreements in the interest of having them all consistent and negotiated together. CEO, Mark Flint, added that the interior floor plan for the new building should be finalized by September, with a view to being in the new building by the end of 2013.

There was discussion regarding Annual General Conference and strategies to increase attendance in the future.

12. PRESIDENT'S REPORT

President, Leah Lawrence, summarized key messages for those representing APEGA, and thanked members of Council for their feedback and support over the past few months.

13. COMPLETION OF SELF-ASSESSMENT FORM

Everyone was asked to fill out the Self-Assessment and Evaluation forms, and hand them in to Past President, Jim Smith.

14. NEXT MEETING

The next meeting of Council will be Thursday, September 20, 2012, in Edmonton

15. ADJOURNMENT

***MOVED BY HEIDI YANG AND SECONDED BY JOHN VAN DER PUT
THAT the June 14, 2012 meeting of Council be adjourned AT 1:55
CARRIED***

12-38

Signed by President, Leah Lawrence, P.Eng.

A handwritten signature in black ink that reads "Leah Lawrence". The signature is written in a cursive, flowing style.

Signed by Chief Executive Officer, Mark Flint, P.Eng.

A handwritten signature in blue ink that reads "Mark Flint". The signature is written in a cursive, flowing style.